



**1st Annual Conference  
Supervisory Tips, Techniques  
and Take-Aways**

*October 6th and 7th, 2010, Red Lion Colonial, Helena, MT.*

*Get your supervision questions answered at the following sessions:*

**Live Mock Arbitration and Discussion**

Presenters: State Office of Labor Relations & Company

- *What does arbitration look like?*
- *Why am I on the hot seat?*

**Reasonable Accommodation and Interactive Dialog**

Presenters: Kathe Kountz & Marieke Beck, Human Rights Bureau

- *Wonder about accommodations?*
- *Worry about disciplining an employee with a disability?*

**So, you want your day in court, or do you?**

Presenters: David Stiteler, Arbitrator & Andy Hall, Federal Mediation and Conciliation Services

- *What factors should we consider before proceeding?*
- *Who is this third party decision maker and how does this situation affect me?*

**Personal Accountability & Crucial Conversations**

Presenter: Wendy Samson, FutureSync, Intl

- *Do you walk away from difficult conversations?*
- *I used to work with them and now I supervise them, what now?*

**The Paper Trail: How and When to Document**

Presenter: John Moore, Professional Development Center

- *Know what to document?*
- *Want tools to make documentation easier?*

**More Myth Busting: Best Practices Supervision and Documentation Panel**

Panelists: Paula Stoll, State Human Resources Division; Tammy LaVigne, Labor & Industry; Jennifer Jensen, Transportation; Tom Livers, Environmental Quality; and Mike Tooley, Justice

- *What techniques do other supervisors use?*
- *Know when to involve HR?*

**Live Mock Arbitration**

Presenters: State Office of Labor Relations & Company

- *Did we get it right this time?*

*Reception at Exploration Works after first day of conference with music by John Moore & Friends.  
Come explore solutions. Exact session times to be determined. Registration fee includes lunch  
each day and snacks.*